



Shea Homes expects a limited number of available properties on **Saturday, November 5th, 2016 at 10:00AM**. In an effort to offer these properties in a fair, equitable, and manageable manner, Shea Homes has developed the following steps to help guide you through the process. Should you plan to purchase a home when they are released for sale, we ask that you read this carefully. Please discuss any questions with your Community Representative.

1. All prospective purchasers must submit an application for pre-qualification with Shea Mortgage before the sales release. Buyers may select any lending institution for the purpose of securing mortgage financing and are not limited to Shea Mortgage.
2. Prospective purchaser must be prequalified with Shea Mortgage no later than **5:00PM on Thursday, November 3rd, 2016**.
3. Offers are considered on a first come - first served basis.
4. Prospective purchaser must be present to sign in and make home selection.
 - a. If a prospective purchaser is unable to attend the release due to extraordinary or dire extenuating circumstances, Shea Homes, in our sole and absolute discretion, may allow a representative to stand in on behalf of the prospective purchaser (realtor, family member, etc.). This exception will be reviewed on a case-by-case basis and is granted rarely. You must make this request in writing to your Community Representative and supply proof of the extenuating circumstances at least one week in advance of the sales release.
5. Shea Homes will post a sign-in sheet on the front door of the community sales office.
 - a. The sign-in sheet for this release will be posted the morning of the release at **9:30AM**.
6. In the event multiple parties are present at the time the sign-in sheet is posted, the sales staff will collect all names and enter them in a drawing to determine the order each name is placed on the list.
 - a. One entry per buying group/family.
 - b. A realtor/representative of a prospective purchaser may only represent one individual.
7. Anyone arriving after the sign-in sheet is posted will be listed in the order of their arrival.
8. Prospective purchasers are responsible for ensuring their name is on the list in the order of arrival. Be sure to note the time of your arrival.
9. Once you sign in, you must remain in the immediate area to maintain your position on the list.
10. While priority will be given to those who have been pre-qualified with Shea Mortgage ("SM"), prospective purchasers who have not been pre-qualified with SM prior to the release will be offered home selections on a first come-first served basis only after those buyers who prequalified in advance with SM. Those not pre-qualified prior to the release must pre-qualify with SM prior to entering into a Hold agreement.
11. At the time of the release, the Community Representative will call all the names on the sign-in sheet to verify all parties are present. (Anyone not present will be removed from the sign-in sheet)
12. As names are listed on the sign-in sheet, the Community Representatives will work with each party to determine which property they are interested in purchasing, subject to the property availability. Shea Homes will sell one home per customer.
13. If you are currently working with a real estate professional and you would like them to be a party to this transaction, they must have been present with you on your first visit to our Community and properly registered you with one of our Community Representatives. If this is your first visit to this Community, your agent must be with you at this time to register.
14. If the property you wish to purchase not be available, you have two options:
 - a. Select another home
 - b. Ask that your name be kept on an interest list for the property that is no longer available. In the event the property becomes available at some later date, the Community Representative will endeavor to call prospective purchasers to determine if they are still interested in purchasing the property. There is no guarantee that you will be contacted.
15. All parties are solely responsible for actively staying in contact with the Community sales staff and for keeping themselves updated on available properties and future releases.
16. Should you purchase a home in this release and wish to transfer to another location, you will have to cancel your existing purchase and start this process from the beginning.
17. You cannot assign your position on the sign-in sheet. Holds and/or purchase documentation will only be entered into with the party whose name appears on the sign-in sheet.
18. Shea Homes, like many companies, provides benefits to its employees and affiliates, one of which is the ability to purchase a home. Shea Homes reserves the right to withhold properties from any release for the benefit of an employee or affiliate.

Purchasing a home is an exciting and involved process. We are here to help guide you through the process and hope to make this an outstanding experience as you purchase a new Shea home. Should you have any questions, please contact your Community Representative for assistance.

Community Representatives

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